



**Job Title:** Director of Human Resources  
**Department:** Human Resources  
**Reports To:** Mayor  
**FLSA Status:** Exempt  
**Date:** November 2014

### **Job Summary**

The Director of Human Resources is responsible for providing leadership in developing and executing human resources strategy in support of the strategic direction of the City, specifically in the areas of talent management, change management, organizational and performance management, training and development and compensation/benefits.

### **Duties and Responsibilities**

- Directs and administers the human resources programs of the City
  - Develop comprehensive strategic recruiting and retention plans to meet the human resources needs of the City
  - Directs and administers the recruitment, selection and hiring of Civil Service and non-Civil Service employees
  - Develops, recommends, and interprets the Human Resources policies of the City
  - Responsible for facilitating the use of Human Resources technology to enhance employee communication and manager productivity
  - Responsible for development and management of Human Resources programs that enhance employee engagement, including performance management, training/development and wellness
- Manage the Human Resources Team
  - Plan, direct, supervise, and coordinate work activities of approximately three subordinates and staff relating to employment, compensation, labor relations, and employee relations
  - Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs
  - Reviews and evaluates the performance of employees in department
  - Administers the department budget
- Directs the labor relations activities of the City
  - Advises the Mayor and City Council on negotiating policies, strategy, and tactics
  - Represents the City's interests as a member of the team that negotiates labor contracts
  - Directs and coordinates the administration of negotiated contracts
  - Consults with and advises management staff on the proper administration of contract provisions

- Directs the presentation of the City's position in formal proceedings, such as fact finding, interest arbitration, and grievance arbitration
  - Investigates and judges employee grievances as mayor's designee
- Advise Mayor, City Council and other management staff members on employee and labor relations
  - Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems
  - Approves personnel actions recommended by department heads as to compliance with policies, contracts, laws, and appropriateness
  - Communicates regularly with management about Department issues
  - Informs Mayor and appropriate management staff members on important developments which may affect the administration of City government
  - Monitors applicable laws, innovative ideas and developments in human resource management and recommends changes in current operations, policies and practices where applicable
  - Represents Human Resources Department at meetings of boards and commissions
- Administers the City's Compensation, Benefits and Performance Management Plans
  - Develop and implement comprehensive compensation and benefit plans that are competitive and cost effective for the City
  - Responsible for the development and administration of position classification and compensation plans
  - Responsible for the development and administration of a performance management system
  - Provides day to day performance management guidance to management (coaching, counseling, career development, disciplinary actions)

### **Education and Experience Requirements**

- A bachelor's degree in Human Resources or a related area and
- Five years of experience in the Human Resources and/or labor relations field, preferably in the public sector or
- An equivalent combination of education and experience sufficient to successfully perform the job duties and responsibilities

### **Certifications and Licenses**

- MBA, MA, or SPHR preferred

### **Knowledge, Skills, Abilities, and Other Characteristics**

- Strong leadership and supervisory skills
- Ability to apply knowledge of applicable Federal, State and/or Local Laws, rules, and regulations.
- Excellent oral and written communication skills in order to accurately convey information.
- Strong critical thinking and problem solving skills.
- Ability to conduct research, collect and analyze data, and prepare written and oral reports.
- Ability to interact and work effectively and cooperatively with people of all backgrounds

- Ability to maintain confidentiality in all aspects of the job.
- Ability to prioritize and effectively manage multiple responsibilities.
- Ability to promote and follow City policies.
- Must be a proactive self-starter with a high degree of professionalism.

### **Work Environment**

This job operates in an office environment.

### **Disclaimer**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

### **Review/Approvals**

I have read and understand this job description.

_____ Printed Name – Incumbent	_____ Signature – Incumbent	_____ Date
_____ Printed Name – Supervisor	_____ Signature – Supervisor	_____ Date
_____ Printed Name – Human Resources	_____ Signature – Human Resources	_____ Date